

Chapter V
STUDENT AND STUDENT INSTRUCTORS

Section 1. **Student Qualifications.** Students enrolled in any cosmetology course must be at least sixteen (16) years old and have received at least a tenth grade education or its equivalent.

Section 2. **Enrollment Reports.** Within ten (10) days of the enrollment of any student, the school shall provide the following information to the Board, on a form approved by the Board.

- (a) The name and address of the school
- (b) The name and address of the student
- (c) The date student will commence training
- (d) Student's date of birth
- (e) Proof of completion of the tenth grade or its equivalent
- (f) Signatures of student and registrar
- (g) Proof of Lawful Presence
- (h) Copy of Picture Identification
- (i) Social Security Number

Section 3. **Student Instructor Qualifications.** Prior to enrollment in a school's instructor training course, students must have graduated from high school or have received an equivalency certificate; must have obtained a Wyoming cosmetology or related field license and must have practiced cosmetology or related field in a salon for at least fifty (50) weeks with no less than thirty six (36) hours practice per week.

Section 4. **Student Instructor Enrollment.** Within ten (10) days of the enrollment date of a student instructor, the school shall provide the Board with an enrollment report which shall include the following information:

- (a) The name and address of the school
- (b) The name and address of the student instructor
- (c) The date student will commence training
- (d) Student's date of birth
- (e) Proof of high school graduation or equivalency certificate
- (f) Signatures of student and registrar
- (g) Proof of work experience as required in Section 3 of this chapter. Proof shall be notarized statement by employer(s).

Section 5. **Students and Student Instructors to be Supervised.** All students and student instructors shall be under the supervision of a licensed instructor throughout the entire course of instruction.

Section 6. **Student Records and Reports**

(a) Each school shall keep a daily record of every student's activities which shall be signed by an instructor each day the student attends school.

(b) On or before the tenth (10th) day of every month, each school shall report to the Board the actual number of hours of instruction and practice each student acquired during the previous month. The actual number of performance credits shall be reported to the board monthly.

(c) All records and reports shall be made on forms approved by the Board and furnished by the school and shall be made in triplicate, the original report sent to the Board, one copy to the student and one copy retained by the school. Reports shall be signed by the student and an instructor.

(d) No school shall be required to submit the report required by subsection (b) of this section for a student who is in arrearage in the payment of his tuition at the time such report is due. If reports are not made to the Board for this reason, the school shall submit a statement to the Board stating this and the statement shall be signed by the student and the school owner. Immediately upon settlement of the tuition arrearage by the student, the school shall submit the reports required by subsection (b) for that student to the Board.

Section 7. **Transfers**

- (a) Students may transfer from one school to another upon notification to the Board.
- (b) Transfer students from licensed schools in other states or foreign countries having comparable requirements to those of Wyoming will be granted credit for the hours of instruction completed upon furnishing the Board certification of hours from the state's or country's governing board or licensing agency, provided the hours were earned less than five (5) years before transferring.

Section 8. **Withdrawals.** Within five (5) days of a student's withdrawal from school, the school shall so notify the Board.

Section 9. **Reentry.**

- (a) Reentering students shall be enrolled as provided for in Sections 2 and 4 of this chapter.
- (b) Credit for previously earned hours will not be granted to students who have interrupted their studies for a period of five (5) years or more and they shall complete the full hours required to complete the specific course they have enrolled in.

Section 10. **Student Practice**

- (a) No student with fewer hours than designated in Chapter III, Section 3 shall be permitted to practice cosmetology and related fields, on patrons and no student instructor shall practice cosmetology and related fields, in the school except as is absolutely necessary for instructional purposes.
- (b) As part of their course of instruction, students who have satisfactorily completed the basic training and educational requirements of Chapter III, Section 3 (b), may practice cosmetology or related fields, on patrons under the direct supervision of an instructor in a school.